IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services Issued By

Minnesota IT Services partnering with The Minnesota Department of Education

Project Title: *EDRSWeb System Rewrite*

Category: *Web Application Design & Development*

Business Need

Minnesota IT Services (MNIT) partnering with the Minnesota Department of Education (EDU) has the need to supplement its development staff with one developer for a project of approximately 10 month duration to support development of the Electronic Data Reporting System (EDRSWeb) system rewrite.

EDRSWeb is a multi-phased project to develop a new Java web application using the Groovy/Grails development framework and Microsoft SQL Server. This system will replace the existing mainframe EDRS system and will interact closely with a Unisys ClearPath mainframe system to transfer data back and forth as needed. Some of the benefits we will gain by doing this rewrite include:

- Migrating the EDRS data entry application to a Web-based platform, eliminating several security concerns that surfaced in a recent security audit.
- Taking advantage of newer technologies in application development and improving the user experience.
- Allowing districts to connect from anywhere as long as they have a valid id and password. (Rather than limiting them to static IP addresses)
- Supporting the current MNIT strategic plan to have all agencies migrated off of mainframe platforms. Because the current EDRS data entry application depends on a proprietary Unisys web access interface, EDRS has to be rewritten in advance of a mainframe platform change project. The EDRSWeb project will eliminate one of mainframe platform change project risks.

Project Deliverables

The multi-phased EDRSWeb project has been in progress for over a year, but we have now determined that we need to add a Java web application developer to the project team:

- Phase 1 replaces the EDRS Transition Disabled Aid (TRAND) Module. This phase was completed and deployed to production May 2016.

- Phase 2 replaces the EDRS Special Education (SPED) Module. The business requirements have been completed and some preliminary database and user interface framework has been implemented, but this phase is now on hold awaiting a contractor to complete implementation.

- Phase 3 replaces the EDRS Average Daily Membership (ADM) Module. The business requirements have been completed but implementation has not yet begun.

The responsibilities for this contract are primarily to develop user interface screens for data entry and data lists. The system will manage a large volume of data and will require implementation of searching and filtering screens as well. We expect that the majority of the database layer implementation work will be completed by other project team members, but we want the candidate to also have SQL database programming experience to be able to contribute to this work as needed.

Phase 2 EDRS SPED Module Tasks:

- Replicate existing mainframe batch processes

- Create screens and required filters

- Implement data extracts/download (CSV file format)

- Support syncing data back to the mainframe

- Make SQL database changes as needed

- Modify data validation as needed

- Implement security framework integration and user roles

Phase 3 EDRS ADM Module Tasks:

- Replicate existing mainframe batch processes

- Create screens and required filters

- Implement data extracts/download (CSV file format)

- Support syncing data back to the mainframe

- Create SQL database

- Implement data validation

- Implement security framework integration and user roles

The project team also includes a project manager, mainframe developer (who is also the business analyst), database developer (who also created the Java web application foundation), and QA analyst. The new EDRSWeb SPED web application must be built using the prepared Java web application foundation and integrate with both the SQL database and the mainframe backend system managed by the other developers on the team.

This developer will also be responsible to write required technical documentation and knowledge transfer to complete the handoff of this project.

Project Milestones and Schedule

Phase 1 (EDRSWeb TRAND Module):   completed May 2016

Phase 2 (EDRSWeb SPED Module):   January – June 2017 (6 months)

Phase 3 (EDRSWeb ADM Module):   July 2017 – October 2017 (4 months)

EDRSWeb SPED requirements (phase 2) are ready for development to begin immediately.

Project Environment

The successful responder will supply one Groovy/Grails developer to work directly with existing IT management and MNIT Services staff onsite in Roseville, MN to implement the new web application as described above.

The success of this engagement is dependent on frequent interaction with other member the IT project team and the business area to communicate requirements, update status, validate implementation, and organize system integration and deployment. While remote access is a possibility, it is expected to be used infrequently and must be requested upfront at the beginning of the contract.

Project Requirements

The candidate for this position will be required to:

- Have strong web application development experience using the Groovy and Grails Framework (Groovy-only experience is NOT sufficient)
- Have extensive background experience in Java web application user interface design and implementation
- Work well both independently and in a team environment. This project has a very experienced team. The candidate must be able to take business requirements and work independently to complete assignments. However, the candidate must also be able to work with other team members to implement required functionality and to resolve data and system integration problems. The candidate must also be engaged in project team meetings and provide regular project status updates.

Responsibilities Expected of the Selected Vendor

- Provide frequent documentation and status updates through MNIT @ Education's project managers.
- Provide training and knowledge transfer and product documentation where required by MNIT and Education.
- Work with MNIT and Education's Quality Assurance and Business Areas to develop testing and acceptance procedures.
- Provide input and track against the project work plan.

Mandatory Qualifications

(to be initially scored as pass/fail. Thereafter, proposals where the resource(s) meets the Mandatory Qualifications will be scored in part on the extent to which the resource(s) exceeds these mandatory minimums. See RFO Evaluation Process, below.)

 Required minimum qualifications:

- Vendor will propose an hourly rate at or below vendor's Maximum hourly rate for the requested category
- 3 Years of experience developing Java web applications using the Groovy and Grails Framework (Groovy-only experience is NOT sufficient);
- 5 Years of experience in Java web application user interface design and implementation including HTML, CSS, and Javascript;
- 3 Years of experience integrating Java web applications with SQL databases using Hibernate;

- 3 Years of SQL relational database design and coding experience;
- 5 Years of experience developing software both independently and in a team environment.

Desired Skills
- Experience developing Java web applications using Grails 3.x. We are working this fall to update our Grails development framework and plugins to Grails 3.x and EDRSWeb is one of our first Grails 3 web applications.
- Experience developing Java web application user interfaces using recent user interface tools including jQuery and Bootstrap 3.

Process Schedule

Process Milestone	Due Date
Deadline for Questions	Monday, November 21, 2016, 2:00 PM CT
Anticipated Responses to Questions Posted	Thursday, December 1, 2016, 2:00 PM CT
Proposals due	Thursday, December 8, 2016, 2:00 PM CT
Anticipated proposal evaluation complete	Monday, December 12, 2016
Anticipated work order start	Thursday, December 29, 2016

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Leah Wilhelmy

Organization: Minnesota IT Services

Email Address: mnit.contracts@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (http://mn.gov/buyit/14atm/rfo/active.html) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

- Experience (60%)
- Desired Skills (10%)
- Cost (30%)

The State reserves the right to interview a short-list of candidates who have received the highest scores. In the event interviews are conducted, the State reserves the right to adjust the scores given to the written submissions based on additional information derived during the interview process. The State further reserves the right to remove a resource from consideration if the resource is unavailable for interview as requested by the State.

The State also reserves the right to contact proposed resources' references and to adjust the scores of the written submission based on additional information derived from the reference checks.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

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Submission Format

The proposal should be assembled as follows and e-mail should have the subject line **"LJW EDRSWeb System Rewrite 39142" and the RFO#.**

1. **Cover Page:**
   Vendor Name
   Vendor Address
   Vendor City, Sate, Zip
   Contact Name for Vendor
   Contact's direct phone/cell phone (if applicable)
   Contact's email
   Resource Name being submitted

2. **Overall Experience:**
   2.1. Provide narrative, including companies and contacts where your resource has demonstrated the mandatory qualifications as previously noted. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal. **Please complete the matrix below.**
   2.2. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above. **Please complete the matrix below.**

RESPONSE MATRIX	
Resource Name:	
MANDATORY QUALIFICATIONS:	**Provide Dates and Company Name where the resource has demonstrated the qualification**
• 3 Years of experience developing Java web applications using the Groovy and Grails Framework (Groovy-only experience is NOT sufficient)	
• 5 Years of experience in Java web application user interface design and implementation including HTML, CSS, and Javascript	
• 3 Years of experience integrating Java web applications with SQL databases using Hibernate	
• 3 Years of SQL relational database design and coding experience	
• 5 Years of experience developing software both independently and in a team environment	

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RESPONSE MATRIX	
DESIRED SKILLS:	**Provide Dates and Company Name where the resource has demonstrated the skill**
Experience developing Java web applications using Grails 3.x	
Experience developing Java web application user interfaces using recent user interface tools including jQuery and Bootstrap 3	

2.3 Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.

2.4 Also include the names of 3 references who can speak to the resource's work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project the resource completed.

3. **Cost proposal**. Include a **separate** document labeled **"Cost Proposal, Company Name, RFO #"** which includes the name of the resource being submitted and their corresponding proposed hourly rate.

4. **Additional Statement and forms:**

   4.1. Conflict of interest statement as it relates to this project
   4.2. Affirmative Action Certificate of Compliance (required if vendor proposal exceeds $100,000, including extension options)
   4.3. Equal Pay Certificate (required if vendor proposal exceeds $500,000, including extension options)
   4.4. Affidavit of non-collusion
   4.5. Certification Regarding Lobbying (required if vendor proposal exceeds $100,000, including extension options)

The State reserves the right to determine if further information is needed to better understand the information presented.

Proposal Submission Instructions

1. Vendors must submit response packages and candidate resumes directly to Leah Wilhelmy.
   This must be done via e-mail attachment to mnit.contracts@state.mn.us.
   Subject line: "LJW EDRSWeb System Rewrite 39142" and the RFO#.

2. Vendors are limited to the submission of 2 (two) resumes/candidates in response to this Request for Offers.

3. **Cost must be submitted in a separate attachment with the attachment titled as follows: "Cost Proposal, Company Name, RFO #"**
   a)   Cost should be submitted according to the following:
      1)   Provide the hourly cost of each FTE being submitted for consideration and the amount of hours estimated for each FTE.
      2)   Provide a TOTAL overall amount for the entire project for all years and all FTE's.
   b)   Do NOT include cost in the body of the resume or email.

4. Submissions are due according to the process schedule previously listed.

5. All responses are time and date stamped by the State's email system when they are received. Responses received after the Proposal Due Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.

6. Vendor must copy MNIT.SITE@state.mn.us on any responses submitted for this RFO. Vendors that do not intend to submit a proposal must send an email notification of a no-bid on the request to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.

Please proofread your offering to ensure it references this posting only, that you have included all the required documents, and that the readers of the proposal can easily discern your candidate(s)' qualifications.

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

 1) Intentional, willful, or negligent acts or omissions; or

2) Actions that give rise to strict liability; or

3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

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The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at http://mn.gov/mnit/programs/policies/accessibility/.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials

Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d). Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of $100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of $500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.